

Retention and Classification Report

Agency: Office of Family Support. Richfield Office (1900)

115 East 100 South
Richfield, UT 84701
435-896-1200

Records Officer Amanda McPeck

18481	Check issuance case files
18480	Day care case files
07075	Eligibility case files
18479	Employment case management files
21994	FI-NET payment records
18482	Food stamp case files
07220	Home energy assistance target program files
20645	Job Training and Partnership Act Client Files
25165	Personnel files.
18484	*Provider billing files
18483	Provider files
18478	Single parent employment program files
18485	*Transmittal records

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18481

3

TITLE: Check issuance case files

DATES: 1994-1997

ARRANGEMENT: Numerical by check number, thereafter alphabetical by client surname

DESCRIPTION:

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 7.

AUTHORIZED: 03/31/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the Food Stamp Intergovernmental Schedule completed in 1995 which specifies that these records be retained for 2 years.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18481

TITLE: Check issuance case files

(continued)

PRIMARY CLASSIFICATION:

Exempt

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18480

3

TITLE: Day care case files

DATES: 1994-1997

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 0, Item 0.

AUTHORIZED: 03/31/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18480

TITLE: Day care case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 7075

3

TITLE: Eligibility case files

DATES: 1976-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document complete case histories of clients receiving services provided by or through Workforce Services Office. Information includes name, birth certificate, social security number, medical reports, court documents, etc.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 03/15/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on 42 CFR 455.105 (1990) which specifies that these records be retained for a minimum of five years.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 7075

TITLE: Eligibility case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. Psychiatric and psychological information

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18479

3

TITLE: Employment case management files

DATES: 1994-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files are used, initially, to monitor Family Support client cases and their progress. That service is now provided by The Dept. of Workforce Services. They also document the self sufficiency and income eligible child care programs.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 03/31/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18479

TITLE: Employment case management files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 21994

3

TITLE: FI-NET payment records

DATES: 1993-

ARRANGEMENT: Alphabetical by vendor

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain 7 years after end of fiscal year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Fiscal

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 21994

TITLE: FI-NET payment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18482

3

TITLE: Food stamp case files

DATES: 1994-1997

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 8.

AUTHORIZED: 03/31/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the Food Stamp Intergovernmental Schedule completed in 1995 which specifies that these records be retained for 2 years.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18482

TITLE: Food stamp case files

(continued)

PRIMARY CLASSIFICATION:

Exempt

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 7220

3

TITLE: Home energy assistance target program files

DATES: ca. 1991-1997

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/19/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 7220

TITLE: Home energy assistance target program files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 20645

3

TITLE: Job Training and Partnership Act Client Files

DATES: 1997-2001

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document participation in the Job Training and Partnership program. The information is collected to determine eligibility of the applicant. File may contain: educational and training records; copy of the applicant's birth certificate; copy of applicant's driver's license; social security number; financial records; and information regarding the applicant's household.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case is closed and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 20645

TITLE: Job Training and Partnership Act Client Files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 25165

3

TITLE: Personnel files.

DATES: 4/1963 -1/1999

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION:

DESCRIPTION:

Complete work history of an individual while employed by the State. Refer to UCA 67-18-1 (1999), et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. Includes application for employment or resume, verification of employment eligibility (I-9 form), and retirement/deferred compensation plan notification (ADNT-2), corrective or disciplinary actions taken against an employee, performance plans, performance evaluations, position description, career mobility or job swap agreement, insurance benefits notification (ADNT-1). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, employee awards, letters of commendation, leave records and leave adjustment reports. These are files dating from 4/1963 through 1/1999 from Community Operations, Social services, Office of Family Support, and Dept. of Workforce Services.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 08/18/2003

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 25165

TITLE: Personnel files.

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

Administrative Legal
Administrative Legal

PRIMARY CLASSIFICATION:

Public UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (2008)

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18484

3

TITLE: Provider billing files

DATES: 1994-1997.

ARRANGEMENT: Alphabetical by provider name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are billings issued to day care providers for services provided, initially by the Office of Family Support and now provided by the Dept. of Workforce Services.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 12.

AUTHORIZED: 03/31/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18484

TITLE: Provider billing files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18483

3

TITLE: Provider files

DATES: 1994-1997

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

AUTHORIZED: 03/31/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18483

TITLE: Provider files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18478

3

TITLE: Single parent employment program files

DATES: 1992-1997

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document a demonstration program initiated by the Department of Human Services, Office of Family Support to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 16.

AUTHORIZED: 03/31/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18478

TITLE: Single parent employment program files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18485

3

TITLE: Transmittal records

DATES: 1994-1997.

ARRANGEMENT: Numerical by transmittal number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 15.

AUTHORIZED: 03/31/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Richfield North Employment Center

SERIES: 18485

TITLE: Transmittal records

(continued)

PRIMARY CLASSIFICATION:

Public